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# DLA ADMINISTRATIVE SUPPORT CENTER

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**POSITION:** Administrative Analyst, GS-301-11  
**LOCATION:** Defense Contract Management Command  
District International (DCMDI)  
**Duty Station:** Saudi Arabia

**ANNOUNCEMENT:** 248-97CS  
**OPENING DATE:** June 25, 1997  
**CLOSING DATE:** July 11, 1997

**AREA OF CONSIDERATION:** Appointable Employees of Defense Contract Management Command District International (DCMDI)

**APPOINTMENT CRITERIA:** Currently tour lengths in Saudi Arabia are being limited to one year on an unaccompanied basis. However; this situation may change at any time, and if so, dependents would be allowed to join employees in Saudi Arabia at the time of such change. Until then employees would be able to apply for separate maintenance allowance (SMA) for their dependents who remains in the United States.

**DUTIES:** As Administrative Analyst for the Mission Support Team (MSO), DCMC Saudi Arabia, the incumbent is responsible for assisting in the analysis and assessment of DoD, Higher Headquarters and local directives and policy. The incumbent is also responsible for the training program, facilities management and reporting, emergency planning and providing end-user-computing (EUC) support.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience at least equivalent to the GS-9 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the above position. Applicants must have served one year in grade GS-9 to meet OPM time-in-grade requirements.

<b><u>EVALUATION METHODS:</u></b>	<b><u>MAXIMUM POINT VALUE</u></b>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	<u>5</u>
	100

**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

**OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
6. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
7. TDY is required.
8. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act

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appointment.

9. The tour length for this overseas location is 1 year. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.
10. Government quarters are provided at no charge to the employee.
11. Post Allowance (PA) is authorized. PA is a tax free cost-of-living allowance (similar to locality pay) that reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.
12. Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.
13. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.
14. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).
15. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.
16. Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.
17. Return rights within DoD are mandatory.
18. Real estate expenses will not be authorized.
19. An overseas sponsor will be appointed at the time of selection to provide more specific information.
20. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.
21. If this position is filled by a military spouse residing in the commuting area, the military spouse will be given a time limited appointment.
22. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.
23. Tour of duty is Saturday through Wednesday.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

**Applicants must forward a written application/resume along with the following documents and forms:**

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.**

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# Merit Promotion Questionnaire

Position: Administrative Analyst, GS-301-11

JOA#

Location: Saudi Arabia

Applicant Name: \_\_\_\_\_  
SSN: \_\_\_\_\_ Office Phone: \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible. This questionnaire must be completed and postmarked by the closing date of the announcement. You cannot submit any information after that date.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly and answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Beside each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application should have identifying letters for experience sections. For example, if you got your experience in your current or your most recent job, you would enter the appropriate letter under "Where on Application" beside the question. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

### Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Economics, Finance, Marketing, System Management.

Level of Education	Major (points)			
8 Semester/12 Quarter Hours	___ Any Major ( 0 )			
16 Semester/24 Quarter Hours	___ Any Major ( 2 )			
1 Academic Year	___ Any Major ( 5 )			
2 Academic Years	___ Related Major (10)	___ Other Major (8 )	___ Any Major ( 0 )	
3 Academic Years	___ Related Major (12)	___ Other Major ( 10 )	___ Any Major ( 0 )	
Bachelor's Degree	___ Related Major (15)	___ Other Major ( 12 )	___ Any Major ( 0 )	
1 Graduate Academic Year	___ Related Major (15)	___ Other Major (15 )	___ Any Major ( 0 )	
Master's Degree or Higher	___ Related Major (15)	___ Other Major (15 )	___ Any Major ( 0 )	

### Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

___ ___ ___ ___ ___ Value Engineering	___ ___ ___ ___ ___ Meritorious or Superior Civilian Service
___ ___ ___ ___ ___ EEO Award	___ ___ ___ ___ ___ Commendable Service Certificate
___ ___ ___ ___ ___ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)	

### Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are:

GS-343 and GS-301

Rating Level	Related	Unrelated
Exceptional (Level 5)	___ ___ ___ 5 points each	___ ___ ___ 3 points each
Highly Successful (Level 4)	___ ___ ___ 4 points each	___ ___ ___ 2 points each
Fully Successful (Level 3)	___ ___ ___ 3 points each	___ ___ ___ 1 points each
Below Fully Successful (Level 1 or 2)	___ ___ ___ 0 points each	___ ___ ___ 0 points each

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Ranking Questions	Where on Application
<p style="text-align: center;"><b>Administrative Analyst, GS-301-11</b></p> <p><b>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered a “No” response.</b></p> <ol style="list-style-type: none"> <li>1. Do you have a broad knowledge of DoD/DLA/DCMC/DCMDI Regulations as they pertain to computer software/hardware? A. Yes    B. No</li> <li>2. Do you have knowledge of the requirement of DLAR 5302.2, Space Management and Reporting? A. Yes    B. No</li> <li>3. Do you have knowledge of the requirements of DLAM 4272.1, DLA Facilities Manual? A. Yes    B. No</li> <li>4. Are you familiar with the requirements of DLAR 5200.17, Security Requirements for Automated Information and Telecommunications Systems? A. Yes    B. No</li> <li>5. Have you ever been responsible for or assisted in maintaining inventory of ADP equipment? A. Yes    B. No</li> <li>6. Have you managed a DCMDI training program? A. Yes    B. No</li> <li>7. Are you familiar with the DAU requirements for certification? A. Yes    B. No</li> <li>8. Have you ever had to locate a training class for Quality Assurance Commodity certification? A. Yes    B. No</li> <li>9. Do you have a knowledge of Microsoft DOS, Microsoft Windows 3.1, Windows 95? A. Yes    B. No</li> <li>10. Do you have experience with Lotus Programs; such as, Lotus 123 spreadsheets, organizer, ccmail and ccmobile? A. Yes    B. No</li> </ol>	

Ranking Questions	Where on Application
<p style="text-align: center;"><b>Administrative Analyst, GS-301-11</b></p> <p>11. Do you have experience working with Microsoft Word, Excel, Powerpoint and Access?</p> <p>A. Yes    B. No</p> <p>12. Do you have experience in resolving computer software problems?</p> <p>A. Yes    B. No</p> <p>13. Do you have experience in providing technical advice to computer users?</p> <p>A. Yes    B. No</p> <p>14. Have you ever been a leader in an end-user-support group?</p> <p>A. Yes    B. No</p> <p>15. Do you have experience with preparing and delivering written or oral presentations; such as, briefings and policy letters?</p> <p>A. Yes    B. No</p> <p>16. Do you have experience working with the PLAS program and PLAS software?</p> <p>A. Yes    B. No</p>	

**Certification**

<p><b>I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.</b></p>	
<p><b>Signature:</b></p>	<p><b>Date:</b></p>